



Department of Energy
Washington, DC 20585

May 31, 2007

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: THERESA ALVILLAR-SPEAKE *Theresa Speake*
DIRECTOR
OFFICE OF ECONOMIC IMPACT AND DIVERSITY

SUBJECT: Access to Programs and Activities by Persons with Limited English Proficiency-
Review of Federal Language Access Practices

Executive Order 13166 requires that Federal agencies develop and implement plans to ensure that persons with limited English proficiency (LEP) have meaningful access to the agencies' services and activities. On April 11, 2006, Secretary Bodman issued a statement directing DOE elements that provide programs and activities for LEP persons to develop and implement their LEP plans. (A copy of the Memorandum is attached). The Office of Civil Rights and Diversity (OCD) has primary responsibility for coordinating and providing guidance on this initiative.

OCD has begun the process of assessing and implementing the Department's LEP plan in consultation and coordination with various Departmental elements. In furtherance of this task, OCD will work with each element to conduct an assessment and evaluation of their public programs in order to determine current levels of LEP services, as well as a needs assessment to ensure compliance with the requirements of the Executive Order and DOE's implementation plan.

To assist our office in discharging our enforcement responsibility, we request each Departmental element provide OCD with the name, telephone number, and email address for its designated LEP contact person on or before June 15, 2007. This information should be provided to Sharon P. Wyatt, Attorney-Advisor, Office of Civil Rights and Diversity, at sharon.wyatt@hq.doe.gov, or by telephone at (202) 586-2256. Ms. Wyatt can be contacted for any additional information or assistance that you may require.

Attachment





The Secretary of Energy
Washington, DC 20585

April 11, 2006

MEMORANDUM FOR ALL DEPARTMENTAL ELEMENTS

FROM: Samuel W. Bodman *SWB*
SUBJECT: Access to Programs and Activities by Persons with Limited English Proficiency

The Department of Energy (DOE) provides the general public with a variety of services related to its mission of ensuring energy security; maintaining the safety, security, and reliability of weapons stockpile; conducting environmental management activities; and developing innovations in science and technology. Some people may have difficulty taking full advantage of these services because they are not proficient in English.

Executive Order 13166 was issued to help people with limited English proficiency (LEP) access Federal services. The Executive Order requires Federal agencies to develop and implement plans for reducing language barriers encountered by LEP individuals and for ensuring that such persons have meaningful access to the services and activities Federal agencies provide.

I strongly support and fully embrace this Executive Order, and I am committed to making DOE programs and activities accessible to eligible LEP persons. Therefore, I am directing DOE elements that provide programs and activities for eligible LEP persons to develop and implement plans for ensuring that these persons have meaningful access to the relevant programs and activities. The Department's Office of Civil Rights and Diversity (OCRD) will provide coordination and guidance in this endeavor. OCRD has already published LEP guidance and developed an LEP plan that, together, provides general information for creating and implementing LEP plans. This is an important initiative for the Department, and I ask that all employees give it their full support.

The Office of Civil Rights and Diversity will be contacting your office shortly to assess what services, if any, your office provides that are subject to the LEP requirements. For additional information or assistance with implementation of this important initiative, contact the Office of Civil Rights and Diversity, at (202) 586-2218.



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